ALCOHOL APPROVAL FORM

In compliance with the University Alcohol Policy, this form must be completed for all university events at which alcohol will be served, whether the event is held ***on or off*** WMU property. Authorization to serve alcohol and to expend University funds for the purchase of alcohol must be obtained **before** an event may take place. Please allow ample time to obtain the necessary signatures.

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Contact Name _____ Email _____

Host Department _____

Event Location _____

Event date _____ Time: Begins _____ Ends_____

University purpose _____

Is any fee charged to attend: yes ___ no ___ If yes, amount per person _____

Cash bar yes ____ no ____

Approximate # of attendees _____

List beverage(s) to be served _____

Funding source (May ***NEVER*** be fund 11) _____

Who will be serving the alcohol _____ TIPS trained yes ___ no ___

By signing below, you affirm that you have reviewed the Alcohol Policy and will comply with all policy requirements.

Applicant Name_____ Signature _____

App Supervisor Name _____ App Supervisor Signature _____

Applicant Date _____ Supervisor Date_____

*****VP signature only required if event begins before 5:00 p.m. M-F*****

VP Name _____ VP Signature _____

Date _____

Email completed form to michele.cole@wmich.edu

Michele Cole, Director Risk Management

Risk Manager Signature _____

Date _____

Revised July, 2026